



National Aeronautics and  
Space Administration  
Washington, DC 20546

## Procurement Notice

PN 23-02

February 6, 2023

---

### Revision to NFS Appendix A, Enterprise Procurement Strategies (NFS Case 2022-N020)

**PURPOSE:** The purpose is to revise NFS Appendix A to make changes to three enterprise strategies and add six newly developed enterprise strategies so that contracting officers can quickly access and identify the required strategies for their instant acquisition.

**BACKGROUND:**

Fire Services and Protective Services were originally codified as one Enterprise Procurement Strategy in the NFS (A-102.3) based on both requirements residing within the Office of Protective Services. However, based on feedback from the Procurement Offices related to the separate resources required to support the efforts (e.g., Requirements Development Teams (RDTs), Source Evaluation Boards, Administration), it was recommended to split the Protective Services & Fire Services strategy into individual strategies. The Director of the Procurement Strategic Operations Division and the Enterprise Requirements Manager (ERM) approved splitting the strategy. The split will be reflected in NFS Appendix A and enable those involved in the acquisition process to easily find information related to each individual enterprise strategy.

In 2019, the Office of Procurement (OP) and the Office of Strategic Infrastructure (OSI) assembled a Tiger Team at Wallops Flight Facility (WFF) to identify short-term and long-term enterprise procurement strategies to ensure contracts are available to support the Agency's mission, reduce the number of Centers and locations buying the same services on behalf of the agency, and reduce the number of contracts that it takes to perform Logistics services. The original approved strategy included one buying location at Marshall Space Flight Center (MSFC) to procure for the Agency. In 2020, the strategy evolved to consist of a centralized Buying Location (MSFC) with a Regional Contract Award concept to include: West region Armstrong Flight Research Center (AFRC) and Ames Research

Center (ARC); East region Glenn Research Center (GRC), Goddard Spaceflight Center/Headquarters/WFF (GSFC/HQ/WFF), and Langley Research Center (LaRC); and South region Johnson Spaceflight Center (JSC), Kennedy Spaceflight Center (KSC), MSFC, and Stennis Spaceflight Center (SSC). Subsequent informational briefings to the Acquisition Strategic Council and Mission Support Council were conducted in 2020/2021 which outlined major risks/challenges and mitigations as Logistics services proved to be a difficult product service line (PSL) to consolidate due to its magnitude, budget control and ownership, and unique local operations. Following these briefings, the ERM and Procurement Portfolio Manager (PPM) developed, coordinated, and communicated a strategy pivot with the requirement offices across the NASA Centers and the Procurement Officer community, respectively. In September 2022, the Associate Administrator for Mission Support approved the pivot in the Logistics services enterprise strategy for localization, which consists of Local RDTs obtaining concurrence from an identified representative in the Office of Strategic Infrastructure (OSI) and consulting with an identified centralized contracting officer at MSFC for requirement documents and procurement strategy development. Once the PSM is approved, the local Center will issue the solicitation and award the contract.

The rationale for adding the six newly developed enterprise strategies to Appendix A into the NFS is the same rationale provided in Procurement Notice (PN) 19-12, dated November 1, 2019. PN 19-12 incorporated Appendix A into the NFS to create a centralized location for all of NASA's enterprise procurement strategies. It was determined that a centralized location would be established so that contracting officers can quickly access and identify the required strategies for their instant acquisition. The six new enterprise strategies include the following: Facilities Operations & Maintenance Services, Safety and Mission Assurance (SMA) Support Services, Engineering Services, Technology Transfer Services, Office of Diversity and Equal Opportunity/Equal Employment Opportunity [ODEO/EEO] Services, and Administrative Services.

Also, new enterprise contracts have been awarded and/or identified under the Information Technology PSL for mandatory use and are included in this PN for incorporation in the NFS.

**ACQUISITIONS AFFECTED BY CHANGES:** This revised policy is applicable to all acquisitions issued (as applicable) after the effective date of this PN.

**ACTION REQUIRED BY CONTRACTING OFFICERS:** Ensure compliance with the revised NFS policy.

**PROVISION AND CLAUSE CHANGES:** None

**NFS PART(S) AFFECTED:** Appendix A

**PIC or PCD CHANGES:** None

**TYPE OF RULE AND PUBLICATION DATE:** These changes do not have a significant effect beyond the internal operating procedures of NASA and do not have a significant cost or administrative impact on contractors or offerors, and therefore do not require codification in the Code of Federal Regulations (CFR) or publication for public comment.

**HEADQUARTERS CONTACT:** James L Becker, Procurement Analyst, Headquarters, Office of Procurement, Procurement Management & Policy Division (PMPD), (301) 356-8480, email: [james.l.becker@nasa.gov](mailto:james.l.becker@nasa.gov).

**Karla Smith Jackson**  
Assistant Administrator for Procurement

**Enclosure**

NFS changes indicated in **[bold text]** for additions or by ~~strikethrough~~ for deletions.  
Text unchanged shown as asterisks \*\*\* or \*\*\*\*\*.

\* \* \* \* \*

## APPENDIX A ENTERPRISE PROCUREMENT STRATEGIES

### TABLE OF CONTENTS

A-100	Purpose.
A-101	Definitions.
A-102	Enterprise Procurement Strategies.
A-102.1	Acquisition of helium, hydrogen, nitrogen, oxygen, other propellants and aerospace fluids.
A-102.2	Information Technology Services.
A-102.3	<del>Fire Services and</del> Protective Services.
A-102.4	Acquisition Support Services.
A-102.5	Subscription Purchases.
A-102.6	Human Capital Services.
A-102.7	Aircraft Operational Support Services.
A-102.8	Financial Support Services.
A-102.9	Project Planning and Control Services.
A-102.10	Custodial Services.
A-102.11	Grounds Maintenance Services.
A-102.12	Logistics Services.
A-102.13	Construction.
A-102.14	Architect-Engineering Services Not Associated with Environmental Remediation.
A-102.15	Environmental Remediation and Associated Architect-Engineering Services.
A-102.16	Environmental Compliance and Associated Operations and Maintenance.
A-102.17	Communication Services.
A-102.18	OSTEM Services.
<b>[A-102.19]</b>	<b>Fire Services.</b>
<b>A-102.20</b>	<b>Facilities Operations &amp; Maintenance Services.</b>
<b>A-102.21</b>	<b>Safety and Mission Assurance (SMA) Support Services.</b>
<b>A-102.22</b>	<b>Engineering Services.</b>
<b>A-102.23</b>	<b>Technology Transfer Services.</b>
<b>A-102.24</b>	<b>Office of Diversity and Equal Opportunity/Equal Employment Opportunity (ODEO/EEO) Services.</b>
<b>A-102.25</b>	<b>Administrative Services.]</b>

\* \* \* \* \*

## **A-102.2 Information Technology Services.**

(a) \* \* \*

(b) \* \* \*

(1) \* \* \*

(2) \* \* \*

(3) \* \* \*

**[(4) 80TECH22DA002 – Cybersecurity and Privacy Enterprise Support Services (CyPrESS);**

**(5) 80ARC018F0055 – Amazon Web Services (AWS); and**

**(6) 80NSSC19F1555 – Microsoft Azure and Cloud Services.]**

\* \* \* \* \*

## **A-102.3 Fire Services and Protective Services.**

(a) Buying Location[s]. [The Kennedy Spaceflight Center (KSC) Office of Procurement (OP), Goddard Spaceflight Center (GSFC) OP, and Ames Research Center (ARC) OP are the buying locations for protective services requirements.]

(1) ~~Fire Services:~~ [KSC OP is the buying location drafting, awarding, and administering the IDIQ contract(s) ~~set of contracts~~ that will support the South Region requirements, which includes KSC, Johnson Space Center (JSC), Marshall Space Flight Center (MSFC), and Stennis Space Center (SSC), as well as all nearby component facilities, including both White Sands Test Facility (WSTF) and White Sands Complex (WSC), and Michoud Assembly Facility (MAF). Each center will award and administer task orders for requirements at their locations.]

~~(i) KSC OP is the buying location for fire services requirements.~~

(2) ~~Protective Services:~~ [GSFC OP is the buying location drafting, awarding, and administering the IDIQ contract(s) ~~set of contracts~~ that will support the East Region requirements that includes Glenn Research Center (GRC), NASA Headquarters (HQ), and Langley Research Center (LaRC), as well as all nearby component facilities, including ~~For example, this also includes~~ the Armstrong Test Facility (ATF) (formerly Plum Brook Station (PBS)). Each center will award and administer task orders for requirements at their locations.]

**[(3) ARC OP is the buying location drafting, awarding, and administering IDIQ contract(s) ~~the set of contracts~~ that will support the West Region requirements that includes ARC and Armstrong Flight Research Center (AFRC) as well as all component facilities located within the State of California. Each center will award and administer task orders for requirements at their locations.]**

~~-(i) KSC OP is the buying location drafting, awarding, and administering the set of contracts that will support the South Region requirements, which includes KSC, Johnson Space Center (JSC), Marshall Space Flight Center (MSFC), and Stennis Space Center (SSC), as well as all~~

nearby component facilities, including both White Sands Test Facility (WSTF) and White Sands Complex (WSC).

~~(ii) GSFC OP is the buying location drafting, awarding, and administering the set of contracts that will support the East Region requirements. The Eastern Region includes GSFC, Glenn Research Center (GRC), NASA Headquarters (HQ), and Langley Research Center (LaRC), as well as all nearby component facilities. For example, this also includes the Armstrong Test Facility (ATF) (formerly Plum Brook Station (PBS)).~~

~~(iii) ARC OP is the buying location drafting, awarding, and administering the set of contracts that will support the West Region requirements. The Western Region includes ARC and Armstrong Flight Research Center (AFRC) as well as all component facilities located within the State of California, including the Goldstone Deep Space Communications Complex.~~

(b) When acquiring protective services, buying locations must—

(1) The requiring office (i.e., Center Office of Protective Services) shall coordinate with the Headquarters, Office of Protective Services, regarding the technical portions of the solicitation, as early as possible in the acquisition planning process. The Assistant Administrator for Protective Services is the approving official, unless otherwise delegated, for all technical portions of the solicitation.

(2) The buying location must —

(i) Award resulting contracts on a firm-fixed-price basis; and

(ii) Set-aside these requirements for a small business category, pursuant to the procedures prescribed at FAR Subpart 19.5. Additional requirements may be included in any acquisition for protective services provided the total combined requirement is set-aside for small business category.

(c) The contracting officer must satisfy all requirements through the following contract vehicles:

~~(1) Fire Services:~~

~~———— (i) All centers and component facilities not using municipal or interagency fire services must satisfy all fire service requirements through the NASA Fire Services Contract (NFSC) contract, 80KSC022DA002, unless one of the following contracts are utilized:~~

~~———— (A) Test, Evaluation, and Support Team 2 (TEST2) contract, covering WSTF. (Note: This does not include the dispatcher portion of the contract), NNJ16HW06C;~~

~~(B) Ames Research Center Protective Services Office Support Services contract, covering ARC, NNA15BA92C;~~

~~(C) Kennedy Protective Services Contract (KPSC) II, covering KSC, NNK16OS01C;~~

~~(D) Kennedy Infrastructure, Applications, And Communications Contract (Installation of hardware), covering KSC, 80KSC017C0011;~~

~~(E) Center Safety and Fire Operations II, covering JSC, 80JSC020D0006;~~

~~(F) Maintenance of Stennis Space Center (SSC) Security System (SSC Electronic Security Maintenance contract: Maintenance of SSC EPACS hardware), 80SSC018F0076; or~~

~~(J) Synergy Achieving Consolidated Operations and Maintenance (SACOM) (This listing does not include Emergency Management portions of this contract), NNS15AA01C.~~

~~(2) Protective Services:~~

~~[(1)]~~ ~~(i)~~ South Region – The NASA Protective Services Contract – South Region (NPSC-SR), 80KSC022DA001, is the mandatory use regional contract, unless one of the following contracts are utilized:

~~[(i)]~~ ~~(A)~~ Maintenance of Stennis Space Center (SSC) Security System (SSC Electronic Security Maintenance contract: Advanced Enterprise Global Information Technology Solutions (AEGIS) contract; NASA's Agency-wide communications services contract. (Includes Maintenance of SSC EPACS hardware) PIID# 80TECH21DA002 Maintenance of SSC EPACS hardware); PIID # 80SSC018F0076;

~~[(ii)]~~ ~~(B)~~ Synergy-Achieving Consolidated Operations and Maintenance (SACOM) (This listing includes only the Emergency Management portions of this contract). PIID # NNS15AA01C;

~~[(iii)]~~ ~~(C)~~ Center Safety and Fire Operations II, covering JSC, PIID # 80JSC020D0006;

~~[(iv)]~~ ~~(D)~~ JSCPSC II, covering JSC, PIID # 80JSC019C0007;

~~[(v)]~~ ~~(E)~~ MSFC and MAF Protective Services (MMPS), PIID # NNM17AA25C;

~~[(vi)]~~ ~~(F)~~ Test Evaluation and Support Team III (TEST III)-PIID 80JSC022DA003; Test Facilities Operations Maintenance and Engineering II support services contract (This listing includes only the dispatcher portion of the contract.), PIID 80JSC022DA003-PIID # NNC15BA02B;

~~[(vii)]~~ ~~(G)~~ Kennedy Protective Services Contract (KPSC) II, covering KSC, PIID # NNK16OS01C;

~~[(viii)]~~ ~~(H)~~ Kennedy Infrastructure, Applications, And Communications Contract (installation of hardware); PIID # 80KSC017C0011; or

~~[(ix)]~~ ~~(I)~~ SSC's contract for Special Law Enforcement Services with the County of Hancock, MS, PIID# 80SSC018C0001.

~~[(2)]~~ ~~(ii)~~ East Region – Until the regional contract is awarded, requirements shall continue to be placed on the following contracts:

~~[(i)]~~ ~~(A)~~ GRC's Labwide Protective Services Contract, Base Services, 80GRC017C0030;

~~[(ii)]~~ ~~(B)~~ GSFC's NASA Protective Services Safety Contract (HQ Protective Services only), PIID# NNH17CF00C;

~~[(iii)]~~ ~~(C)~~ LaRC's Sustaining Security and Protective Services for NASA Langley Research Center and NASA resources on the adjacent Joint Base Langley-Eustis, PIID# 80LARC19D0002; or

~~[(iv)]~~ ~~(D)~~ GSFC's Protective Services Contract, PIID# 80GSFC18C0090;

~~[(3)]~~ ~~(iii)~~ West Region - Until the regional contract is awarded, requirements shall continue to be placed on the following contracts:

~~[(i)]~~ ~~(A)~~ AFRC's Protective Services Support contract, PIID# 80AFRC18C0024; or

~~[(ii)]~~ ~~(B)~~ ARC's Protective Services Office Support Services contract, PIID# NNA15BA92C.

\* \* \* \* \*



#### **A-102.12 Logistics Services.**

(a) Buying Locations. **[The Offices of Procurement at each NASA Center will procure these services. All local Requirement Development Teams (RDTs) shall coordinate and obtain concurrence from the Enterprise Requirements Manager (ERM) in the Office of Strategic Infrastructure (OSI) for the development of requirements, and consult with the Procurement Portfolio Manager (PPM) and the MSFC Office of Procurement to ensure procurement strategy alignment as early as possible in the acquisition planning process.]** ~~MSFC Office of Procurement (OP) is the buying location for logistics services for all centers.~~

(b) **[Core Logistics services shall include the following:]** ~~The requiring office shall contact MSFC OP to procure logistics services, which include the following:~~

- ~~(1) Supply and Materials management~~
- ~~(2) Equipment Management~~
- ~~(3) Property Disposal [Operations] (Redistribution & Utilization)~~
- ~~(4) Life cycle logistics support~~
- ~~(5) Transportation management~~
- ~~(6) Mail management~~
- ~~(7) Library management~~

(c) ~~The buying location shall-- The buying location shall--~~

~~(1) Award resulting contracts/task orders on a firm-fixed-price basis;~~  
**[however, the buying location can determine an alternative contract type if firm fixed price is not determined appropriate for the requirement;]**

~~(2) Conduct Full and Open Competition;~~ **[Set-aside these requirements for a small businesses category, to include 8(a) and HUBZone, pursuant to the procedures prescribed at FAR Subpart 19.5;]**

~~(3) [Conduct Full and Open Competition only in the event a small business set-aside cannot be justified following the NASA Form 1787 Market Research process;]~~

~~Set-aside at least 50% of the locations for these requirements for small businesses to include 8(a) and Hub Zone, pursuant to the procedures prescribed at FAR Subpart 19.5;~~

**(4) [For all logistics follow-on contracts, any non-logistics PSL requirements under existing contracts must be removed and inserted under the appropriate PSL and coordinated with the appropriate PSL PPM and ERM to ensure they are incorporated under the appropriate contract/procurement.**

~~; unless otherwise approved by the OSI Logistics enterprise requirements manager (ERM).~~

~~Allow for the on-ramp of other activities as existing contracts/task orders end.~~  
**and]**

**(5) [For any non-logistics requirements, the Center Requirement Offices must determine where the requirement will reside. If the Center Requirement Office selects the logistics contract for these non-logistics requirements, coordination with the logistics ERM must occur.]**

(d) The requiring office shall-



**(1) [Appoint the OSI Logistics ERM and alternate ERM as a technical advisor on the RDT;**

~~Coordinate with Headquarters, Office of Strategic Infrastructure (OSI), regarding the technical portions of the solicitation, as early as possible in the acquisition planning process. The Assistant Administrator for OSI is the approving official for all technical portions of the solicitation.~~

**and]**

**(2) [Utilize the Agency Logistics performance work statement (PWS) baseline and ensure all unique center logistics requirements are captured and incorporated into the requirements document.]**

~~(e) Transition. All existing contracts that provide logistics support services may exercise existing options without additional approval. Options must currently exist on the contract and not be a part of a request to extend the contract beyond its original term.~~

**\* \* \* \* \***

#### **[A-102.19 Fire Services**

**(a) Buying Location. KSC OP is the buying location for fire services requirements.**

**(b) KSC OP is the buying location responsible for drafting and awarding the IDIQ contract(s) that will support requirements for centers and components not using municipal or interagency fire services. Each center will award and administer task orders for requirements at their locations. All centers and component facilities not using municipal or interagency fire services must satisfy all fire service requirements through the NASA Fire Services Contract (NFSC) contract, PIID# 80KSC022DA002, unless one of the following contracts are utilized:**

**(1) Test, Evaluation, and Support Team 3 (TEST3) contract, covering WSTF dispatch only, PIID# 80JSC022DA003;**

**(2) Ames Research Center Protective Services Office Support Services contract, covering ARC, PIID# NNA15BA92C;**

**(3) Kennedy Infrastructure, Applications, And Communications Contract (Installation of hardware), covering KSC, PIID# 80KSC017C0011;**

**(4) Center Safety and Fire Operations II, covering JSC, PIID# 80JSC020D0006;**

**(5) Synergy-Achieving Consolidated Operations and Maintenance (SACOM) (This listing does not include Emergency Management portions of this contract), PIID# NNS15AA01C.]**

#### **[A-102.20 Facilities Operations & Maintenance Services.**

**(a) Buying locations. The Offices of Procurement at each NASA Center will procure these services.**

**(b) Common Facilities Operations and Maintenance Services.**

- (1) Maintenance**
- (2) Operations**
- (3) Roads**
- (4) Service Requests**
- (5) Facilities Engineering Support**
- (6) Non-Construction of Facilities (CoF) level Construction/Renovation**

**Repair.**

**(c) Specialized Operations and Maintenance service. Requirements that do not fit within the common/core services identified in paragraph (b) can be procured upon approval of the ERM for Facilities Operations and Maintenance.]**

**[A-102.21 Safety and Mission Assurance (SMA) Support Services.**

**The objectives of the NASA Safety Program are to protect the public from harm, ensure the safety of employees, and affect positively the overall success rate of missions and operations. The SMA portfolio includes both institutional and program safety contracts.**

**(a) Buying Location(s). Contracts for safety mission and assurance and related services may be executed at the following centers (the titles of contracts may change upon recompile):**

**(1) Programmatic**

**(i) GRC/NASA Safety Center (NSC): SMA Engineering and Technical Services (SETS) (includes HQ), PIID#80GRC023DA002, and SMA, Audits, Assessments and Analysis Services (SA3), PIID#80GRC022GA001;**

**(ii) GSFC: Safety and Mission Assurance Services II (SMAS II) (Includes Wallops), PIID#80GSFC17C0015; and**

**(iii) JSC: Safety and Mission Assurance Engineering Contract II (SMAEC II) (includes White Sands Test Facility), PIID#80JSC019D0008.**

**(2) Institutional**

**(i) JSC/LaRC collaboration: Center Safety and Fire: (will also include GSFC, Wallops, and LaRC in follow-on contract); PIID# TBD**

**(3) Combined Program and Institutional**

**(i) ARC: Safety and Mission Assurance (includes AFRC, if needed), PIID#80ARC020D0012;**

**(ii) GRC: Safety, Health, and Mission Assurance Support Services, PIID#80GRC018C0028**

**(iii) KSC: Safety and Mission Assurance Support Services (SMAS) III, PIID#80KSC018C0007;**

**(iv) MSFC: MSFC Safety and Mission Assurance (SMA) Services (~~SMAC~~) (includes SSC and MAF), PIID#80MSFC18C0005;**

(v) GSFC/IVV: Systems and Software Assurance Services (SAS2), PIID#80GSFC22CA049; and

(4) Additional contracts may be transferred to the OSMA portfolio as NASA refines its enterprise requirements across the Agency.

(b) New or unique services shall be coordinated between Center Procurement and OSMA Directorates prior to submission into the PSL tool. If the new or unique services are outside of the Center's approved OSMA procurement strategy, the Center contracting office shall coordinate with Headquarters OP Procurement Program Manager (PPM) and OSMA ERM to obtain approval to procure these services.]

#### **[A-102.22 Engineering Services.**

(a) Buying locations. The Offices of Procurement at each NASA Center will procure these services.

(b) Under the Engineering PSL, engineering "services" are managed by Center Engineering organizations, and include technical discipline support for design/development, testing, operations, and research, science, and technology development, in addition to the development, operations and modifications of engineering-related facilities.

(c) All Centers shall implement their approved strategies and continue to reassess their portfolios to look for ways to reduce the duplication of these services across multiple contracting vehicles. Current Center strategies will be made available on the Doorway Into Procurement site.

(d) If the new or unique services are outside of the Center's approved Engineering Strategy, the Center contracting office shall coordinate with Headquarters PPM and ERM to obtain approval to procure these services.

(e) The PPM and ERM in coordination with the Center's procurement office will conduct ongoing assessment to determine if an enterprise contract and/or contracts are feasible for services common to multiple locations.]

#### **[A-102.23 Technology Transfer Services.**

(a) Buying Location. MSFC Office of Procurement (OP) is the buying location for Technology Transfer services. MSFC OP shall establish an enterprise level contract to support the Technology Transfer services across the agency.

(1) The Consolidated Agency Technology Transfer Services (CATTS) contract is the enterprise contract that will be used by HQ, MSFC and SSC. All other centers (AFRC, ARC, GRC, GSFC, JSC, KSC and LaRC) shall have the option to transition to this enterprise contract upon completion of their current tasks.

**(b) MSFC OP and the Technology Transfer ERM shall ensure all Centers' requirements are included in the CATSS contract and that there is an on-ramping capability embedded within the contract for other centers to come onboard as they so desire.**

**(c) In order to ensure coordination, Center Procurement offices that are not utilizing the enterprise contract shall coordinate with technical stakeholders to ensure that they have elected not to use the MSFC enterprise vehicle and document the file accordingly.**

**(d) Technology Transfer services shall include the following:**

- (1) Technology Triage Reports (TTR)**
- (2) Technology Screening Reports (TSR)**
- (3) Commercial Technology Assessment reports (CTAR)**
- (4) Patent Maintenance Fee Triage Analysis**
- (5) Direct Marketing (Low and High Intensity) Service**
- (6) Export Control Review Memorandums]**

**[A-102.24 Office of Diversity and Equal Opportunity/Equal Employment Opportunity (ODEO/EEO)**

**(a) Buying Location. The NASA Shared Services Center (NSSC) OP is the buying location for ODEO/EEO services.**

**(b) The requiring office shall contact the NSSC OP to procure ODEO/EEO services, such as the following:**

- (1) EEO/Anti-Harassment/Policy/ADR services/conflict management;**
- (2) Accessibility - (Reasonable Accommodations, Sign Language Interpreting (SLI), Communication Access Real-time Translation (CART) services, and Personal Assistance Services (PAS));**
- (3) Diversity Equity Inclusion Accessibility (DEIA) Activities; and**
- (4) Training over \$25K (contact the NSSC HR training office for training under \$25K).**

**(c) Centers may order SLI services against the NSSC BPAs or center-specific contracts.]**

**[A-102.25 Administrative Services**

**(a) Buying Locations. The SSC OP, AFRC OP, LaRC OP, and GSFC OP are the buying locations for administrative services requirements.**

- (1) The SSC OP will support requirements from the SSC, JSC, KSC, and MSFC. (Space Flight Region)**
- (2) The AFRC OP will support requirements from the AFRC and ARC. (West Region)**

**(3) The LaRC OP will support requirements from LaRC and GRC. (East Region)**

**(4) The GSFC OP will support requirements from the GSFC and HQ (Goddard Space Flight Center Region).**

**(b) The requiring office shall contact their center OP to procure administrative services, which may include but not limited to the following:**

**(1) General Office Services (e.g., Telephone Services, Appointment and Schedule Services, Visitor Services, Meeting Services, Teleconferencing Services, and Scheduling Conference Rooms, Mail Services/Information Dissemination, Ordering Supplies, Copying/Faxing/Scanning)**

**(2) Data Management Services (e.g., Desktop Word Processing, Data/Action/Tracking and Entry)**

**(3) Travel Coordination**

**(4) Time and Labor Collection**

**(5) Property Coordination**

**(6) Move Coordination**

**(7) Training Coordination**

**(8) Information Services Coordination**

**(9) Customer Service**

**(10) Special Events Coordination**

**(11) Reporting Requirements**

**(c) The buying location must award resulting contracts and task orders (if applicable) on a firm-fixed-price basis; and set-aside these requirements for a small businesses category, to include 8(a) Program, Small Historically Underutilized Business Zone (HubZone), Service-Disabled Veteran-Owned Small Business (SDVOSB), and Woman-Owned Small Business Program (WOSB), pursuant to the procedures prescribed at FAR Subpart 19.5.**

**(d) Exception. GSFC shall utilize the AbilityOne program**

**(e) The following contract is a mandatory use contract:**

**(1) The Dual Administrative Support Services (DASS) IDIQ contract (80SSC020D0002) is the mandatory use contract for administrative services requirements procured by the SSC, JSC, MSFC, and KSC.**

**(f) Upon award, the Center Administrative and Technical Support Services (CATSS) III IDIQ contract will be the mandatory use contract for administrative services procured by AFRC and ARC.**

**(g) Upon award, the East Region contract will be the mandatory use contract for administrative services procured by LaRC and GRC.**

**(h) If contracting officers are unable to satisfy a requirement for administrative services from the respective mandatory use contract for their center listed above, contracting**

**officers, in coordination with the requiring office, shall obtain concurrence from the administrative services Enterprise Resource Manager (ERM) and approval from administrative services Procurement Portfolio Manager (PPM) prior to satisfying the requirement under a different contract vehicle.**

**(i) NASA Centers will be delegated authority for issuing and administering individual task orders.]**

**\* \* \* \* \***